

COT MEETING MINUTES

COMMISSION ON TECHNOLOGY

Friday, November 4, 2011

10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

CONFERENCE ROOM 119A/B

MEMBERS PRESENT

Kent Batty
Michael Baumstark
Bennett Evan Cooper
Andrew Gould
Andrew Hurwitz, *Chair*
Michael Jeanes
Dennis Kavanaugh*
Gary Krcmarik
Sheri Newman
Marcus Reinkensmeyer (*John Barrett, proxy*)
John Rezzo*
Delcy Scull
Roxanne Song Ong
Garye Vasquez

GUESTS

Steve Ballance, *TAC*
Rebecca Lund, *CSA*
Rich McHattie, *CACC*
Rona Newton, *PACC/CACC*
Michael Pollard, *CACC*
Matthias Tafoya, *Mesa Muni Court*
Paul Thomas, *CACC*

MEMBERS ABSENT

Anabel Abarca
Lawrence Winthrop

AOC STAFF

Stewart Bruner, *ITD*
Karl Heckart, *ITD/TAC*
Melissa Hinojosa, *ITD*
Jim Scorza, *ITD*

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WELCOME AND OPENING REMARKS

Hon. Andrew Hurwitz,
Chair

Vice Chief Justice Andrew Hurwitz, Chair, called the Commission on Technology (COT) meeting to order at 10:00 a.m. He welcomed members and introduced Rebecca Lund from the County Supervisors' Association, who will be taking Anabel Abarca's place, then reviewed the meeting dates scheduled for 2012.

Justice Hurwitz updated members on the progress of e-filing at the appellate court level and the plan to require e-filing for Division One and the Supreme Court beginning in February 2012. Pilot activity has shown that the systems and business process are robust enough to handle additional volume. Once the two Phoenix-based courts are operating comfortably, attention will turn to Division Two and the integration of AZTurboCourt with the Division Two pilot. Members questioned whether filing size limits had hampered the pilots. Ben Cooper, whose firm participated in both the Maricopa and Division One pilots, emphasized that size limits only come into play when lawyers file redundant attachments of the trial court record and can be addressed by education.

The chair then called members' attention to the minutes from the September 23, 2011, meeting.

MOTION

A motion was made and seconded to approve the minutes of the September 23, 2011, Commission on Technology meeting. The motion passed unanimously.

TECH 11-15

REPORT FROM COUNTY CIO MEEETING AND ACJC

Mr. Karl Heckart

Justice Hurwitz introduced Karl Heckart, Chief Information Officer (CIO) for the Administrative Office of the Courts (AOC). Karl shared details from his recent meeting with county technology leaders from around the state, an annual event held in conjunction with the County Supervisors' Association to increase communication and coordination between court and county technology leaders. Karl listed several key points of discussion, highlighting the fact that rural county IT staffs are thin, obtaining sufficient staffing remains an ongoing problem, and that even minimal turnover within County IT can create a problem for rural courts relying on their institutional knowledge.

Karl also shared information about the Arizona Criminal Justice Commission (ACJC) and its strategic role in relation to two goals of the courts: justice information sharing and a more complete criminal history repository. Successful e-filing of criminal cases needs ACJC's support and governance. Karl described three areas of improvement that he has been emphasizing with the criminal justice community: records management, emphasis on the central repository, and governance of information sharing activities.

STRATEGIC PROJECTS UPDATE

Mr. Karl Heckart

Karl shared progress being made on electronic case filing of specific case types in various courts, including the transition to mandatory civil subsequent e-filing in Maricopa Superior Court. He described remaining issues and the resolutions being pursued. Justice Hurwitz thanked the many

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people who made the transition to mandatory e-filing progress proceed smoothly. Karl explained the business need for party matching to enable small claims e-filing at Maricopa Justice Courts and the ways that capability will enhance the statewide model.

Karl described the interdependency of projects, as viewed each month by CACC. Some vendor delivery dates are now slipping, affecting application testing calendars, and ultimately delivery dates for the applications or enhancements. He then shared several pressure points being experienced in the technology arena at the moment. The project management solution involves reducing the scope, adding resources, or extending timelines for delivery, but doing so affects other dependent projects or customers around the state. Karl used the timing and scope of the AZTEC limited jurisdiction data conversion as an illustration.

Karl suggested that project managers must incorporate risk management into the delivery dates, so as to set realistic deadlines. He reviewed the priority list from May and revised dates for the various projects. This was followed by a list of projects that compete against each other for the same pool of resources. Karl then recommended that project managers revisit their schedules and likely conflict points before providing CACC new dates for monitoring. He did not recommend re-prioritizing the items from the May 6 meeting until the subcommittees have had a chance to revisit the dates and escalate conflicts.

Members expressed concern about instructions being given to project managers about the task Karl described in light of the vested interest each project manager has in his or her own project. Karl emphasized that CACC is the appropriate place to set priorities. Judge Michael Pollard, chair of CACC, requested direction from members about their expectations for his subcommittee. Justice Hurwitz outlined the steps needed to handle the decision process from his perspective.

In response to a question, Karl discussed the role of the project-specific steering committees in relation to CACC. Justice Hurwitz asked that shared representatives keep the steering committees apprised of CACC's latest dates for project deliverables.

MOTION	A motion was made and seconded to table further discussion on project priorities and timelines until CACC, PACC, and e-Court have reviewed the new project delivery dates and conflict points from the project managers. The motion passed unanimously.	TECH 11-16
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STRATEGIC PROJECTS AT MARICOPA SUPERIOR COURT

Mr. John Barrett

In the interest of time, John Barrett, Chief Information Officer for Maricopa Superior Court, deferred his presentation on priority projects until the next meeting, and focused solely on the RFR replacement development project. Mr. Barrett outlined the reasons for placing activities on hold until next year. Rich McHattie from the Clerk's Office described efforts undertaken to fortify the current RFR system that will enable it to last into the foreseeable future. The clerk's resources are focused on the Foundation project that will allow Maricopa Superior to accept case initiating e-filings using the statewide model. In answer to a question about the value received

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for the dollars expended on the work, John stated that much of the work done will be reusable once the project gets restarted.

MOTION	A motion was made and seconded to approve the placement of the Clerk's RFR Replacement project on hold. The motion passed unanimously (Michael Jeanes & John Barrett abstaining).	TECH 11-17
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RECOMMENDATION TO AJC: PROPOSED CHANGES TO TECHNICAL STANDARDS

Mr. Stewart Bruner

Stewart Bruner provided a brief review of the specific changes being proposed to three Arizona Code of Judicial Administration (AJCA) sections related to digitization of documents and e-filing since the September meeting. The changes result from members' comments at the meeting and from concerns raised by other AJC subcommittees. Members requested clarification about the wording of some specific requirements contained in the revised documents. After discussion, they requested changes to language in two paragraphs.

MOTION	A motion was made and seconded to revise the wording of ACJA § 1-504(D)(7) to address documents made unreadable by the scanning process before consideration by AJC. The motion passed unanimously.	TECH 11-18
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MOTION	A motion was made and seconded to return the wording of the bookmarking requirement in ACJA § 1-506(D)(4) to "shall" before consideration by AJC. The motion passed unanimously.	TECH 11-19
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MOTION	A motion was made and seconded to recommend AJC consider revisions to ACJA §§ 1-501, -504, and -506 for approval, as revised by the previous two motions. The motion passed unanimously.	TECH 11-20
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Justice Hurwitz asked that education and instructions to AZTurboCourt filers, especially about the bookmarking requirement, be addressed if AJC approves the code sections.

UPDATED FINANCIALS FOR AJACS LIMITED JURISDICTION LARGE VOLUME ENHANCEMENT EFFORT

Mr. Karl Heckart
Mr. Paul Thomas

Karl Heckart reviewed the upcoming development releases from the vendor to accommodate Mesa's required functionality. He informed members that the financial issues discussed at the May annual meeting would not materialize because the development schedule will space vendor payments over multiple fiscal years. No action is needed at this time.

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TECHNICAL ADVISORY COUNCIL UPDATE

Mr. Karl Heckart

Karl relayed the outcome of discussions about magnetic tape as the “ultimate” backup copy for courts desiring to destroy paper records for which equivalent electronic records exist. After hearing Karl’s explanation of TAC’s decision, members were comfortable with removal of the requirement for tape, but wanted the protective language revised to better convey the concept of “disconnectable.” The consensus was that backup to a network connected device is only allowed if the device is disconnected from the network whenever backups or restores are not being done. The chair asked anyone with better wording to submit it to staff prior to AJC. Consideration of the concern elected clerks expressed about the requirement for a presiding judge to approve destruction of their own administrative records was left to AJC.

MOTION

A motion was made and seconded to approve the wording that replaces “magnetic tape” in ACJA § 1-507, as presented. The motion passed unanimously.

TECH 11-19

CALL TO THE PUBLIC

Hon. Andrew Hurwitz

After hearing no further discussion from members or the public, the chair entertained a motion to adjourn at 12:50 p.m.

Upcoming Meetings:

February 10, 2012	AOC – Conference Room 119 A/B
May 03 & 04, 2012	AOC – Conference Room 119 A/B

MEETING ADJOURNED

12:50 PM